

# MAHMOUD ELGENDI

SENIOR ACCOUNTANT



+966 (0) 542128150

mahmoud.algindy@gmail.com

## PROFILE

A highly driven **Senior Accountant** with more than 10 years of experience. Over the course of these years, I have successfully helped organisations in Saudi Arabia to comply with VAT which still remains a challenge for many companies. I also managed to save my company more a fair amount of money in expenses by implementing efficient financial strategies. Moreover, I have developed key skills including communication, time management, problem solving and leadership. I am currently looking to fit in a position that is challenging and progressive yet allows me to develop myself and expand my skillset.

## WORK EXPERIENCE

### SENIOR ACCOUNTANT 2010 - Current

HALJ Group

- Control cash flow in bank accounts through cash flow analysis.
- Create monthly actual cash flow statement for budgeting.
- Examine daily transactions as part of cost accounting.
- Reconciliation of general ledger to maintain consistency.
- Manage accruals and prepaid expenses.
- Develop accounting systems and controls to ensure data accuracy.
- Instigate fixed assets auditing schedules.
- Generate financial statements including income statement and statement of cash flows.
- Guide team-members and develop them through training.
- Solve complex issues by collaborating with internal as well as external auditors.

### Accountant 2009 - 2010

Al Fanar IT Co.

- Maintained financial records and ledger accounts
- Created accrued and prepaid expenses journal entries.
- Reorganised corporate and financial reports.
- Forecasted sales and revenue.
- Designed professional and visually stunning reports.
- Delivered accurate cash flow analysis.

### Accountant 2008 - 2009

Balqase Hotel

- Produced employees overtime cost reports.
- Booked accrual and prepaid expenses.
- Reconciled sales with cash collections.
- Reorganised system generated reports.
- Maintained employee payroll.

## ACHIEVEMENTS

**10+** Years' experience in forecasting and budgeting.

**7** Years' Auditing Statements finalised for 10 organisations.

**1m** In costs saved through effective financial strategising.

**80%** Accurate forecasting achieved in 2017.

**600** Hours of Data Entry and Report Generation in 2017.

**5** Team members of various roles led and developed.

## SKILLS

Bookkeeping

Reconciliation

Financial Strategizing

Data Analysis

International Financial Reporting Standards

VAT

Financial Reporting

Leadership

Microsoft Suite

ERP

Auditing

## EDUCATION

### Bachelors of Commerce - Accounting

Mansoura University

Year of Award - 2005

Egypt

## LANGUAGES

English

Arabic